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James A. Carder
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M E M O R A N D U M

TO: State Agencies

FROM: OA, Accounting

DATE: October 29, 2003

RE: Cash Receipt (CR) and Quick Cash Receipt (CRQ) Appropriation Field

Currently, some state agencies are entering appropriation numbers in the Appropriation field on Cash Receipt (CR) and/or Quick Cash Receipt (CRQ) documents. Prior to January 1, 2004, state agencies must use another system coding option, such as sub revenue source code, activity or function, etc., to capture revenue information currently gathered through the use of the Appropriation field on a Cash Receipt (CR) and/or Quick Cash Receipt (CRQ).

Sometime during the last half of FY04, a notification will be posted to the SAMII Financial website under Scheduled Upgrades, with an approximate 30 day implementation date, stating that a GUI update will be made to the Appropriation field on the CR and CRQ documents and individuals will no longer be able to enter information in the Appropriation field. This change is being made because the State of Missouri does not budget or designate revenue to a specific appropriation. The purpose of SAMII Financial receipt documents for the State of Missouri is to record revenue into a specific fund rather than designate revenue to cover expenditures from a specific appropriation. Therefore, this change is being made in the SAMII Financial system to prohibit the designation of receipts to a specific appropriation on the CR or CRQ document.

The current SAMII Financial Policies and Procedures, Coding Instructions Y, C, Cash Receipts (CR) and Coding Instructions Y, Q, Quick cash Receipts (CRQ), CRQ Coding Instructions currently state for the Appropriation Unit field "Not Applicable. Do not enter data into this field." Therefore, no changes will be made to the online SAMII Policies and Procedures for this GUI update.

If your entity needs assistance with finding an alternative way to capture the information gathered through the use of the Appropriation field, please contact your Agency Customer Service Coordinator (ACSC). If your ACSC needs assistance, he/she will contact the OA, ACSC desk.

/Data/vhcrcrqappropfield